

## Utah Assessment Material Security Policies & Procedures Disclaimer

### ATTENTION

**CRT Administration materials for 2007 will not be used for future assessments.** To ensure all materials supplied by the State of Utah (booklets and administration manuals) and/or related items created to assist in proper administration of materials supplied by the State of Utah are securely destroyed (shredded or burned), we are requesting those who handle distribution of these materials to sign in acknowledgement and follow these guidelines.

By signing secure & destroy policies and procedures, you are acknowledging that you have read and understand the protocol of the secure-destroy process related to state-issued materials. You are also acknowledging that the use of state-issued materials that pass through your district office are your responsibility. Please ensure that all booklets & answer documents are accounted for before and after testing sessions in 2007 by utilizing the Principal Testing Checklist. All answer documents are to be returned to USOE after each assessment, used or not.

Your options for secure destroy are as follows:

1. Contact a local CERTIFIED shredder (check with your district accounting department for a list of state contracted shredders if necessary) for secure recycling. Have them shred at your own site or have them pick up the materials for a certified secure transportation and shredding at their facility after all raw scores are recorded.
2. Ship materials to a state contracted CERTIFIED shredder if there are no local shredders available (check with your district accounting department for a list of state contracted shredders closer to you to minimize costs). This will also require that precautions be taken on a secure shipment of the materials after all raw scores are recorded.

**Please forward us your choice of options above so that we can account for all materials that were distributed.**

I \_\_\_\_\_ of the \_\_\_\_\_  
(District Assessment Director) (please print)

**School District/Charter, have read the above information and agree to follow the secure-destroy procedures of state-issued materials. We will use option \_\_\_\_\_ for the "secure-destroy" protocol.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(District Assessment Director)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(District Superintendent)